

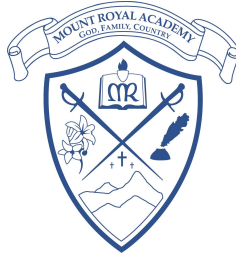
Educating the whole person, one student at a time

Office Manager Job Description

The Office Manager is responsible for managing the daily operations of the school. This includes monitoring the campus for visitors, managing student attendance records, serving as the registrar, maintaining the school's finances, supporting faculty and students, acting as the primary liaison with parents during the school day, and executing tasks assigned that support both the fundraising and admissions efforts of the school. This is a role that requires professionalism, confidentiality, attention to detail, and a customer service mindset.

Essential Duties and Responsibilities

- Responsible for all Quickbooks transactions, prepare for monthly reconciliation, manage accounts payable and receivable, and communicate hourly payroll to bookkeeping firm on a weekly basis.
- Prepare requested documentation for tax returns and financial audits.
- Onboard new hires, ensure proper documentation and background checks, and maintain personnel files.
- Support HEART (the official parent organization) in all their efforts and events.
- Monitor all visitors, student arrivals and dismissals, and ensure daily attendance is accurate in Student Information System.
- Maintain the CRM database, process donations, and assist with fundraising appeals.
- Support in the planning and execution of core events and programming such as commencement, awards ceremonies, ski program, picture day, and pizza.
- Prepare and send enrollment contracts, populate FACTS with student billing information, assist families with Children's Scholarship Fund documentation needs.
- Send and retrieve academic records and transcripts for all incoming, outgoing, and graduating students, maintain student files, generate honor roll.
- Assist injured students with minor medical needs, call parents when appropriate.
- Complete all reports requested by outside agencies such as the Catholic Schools' Office and New Hampshire Department of Education.



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- Receive all school mailing and deposit monies daily.
- Input and proofread all newsletter submissions and update the audience list on communication platform.
- Serve as part of core leadership team and admissions committee

Required education, knowledge, and skills

- Familiarity with Catholic education and supportive of the mission
- Possess a bachelor's degree or higher in a relevant field
- Genuinely interested and attentive to developmental differences in children
- Strong interpersonal, communication, and relationship-building skills
- Strong motivational and leadership skills, time management, collaboration with others, organizational, oral and written communication skills, and decision-making skills
- Proficiency in using multiple forms of cloud based data management systems
- Adaptable and flexible in routine and unexpected situations
- Exercises charity in speech and actions
- Effective use of voice, tone, and body language
- Demonstrate an appropriate sense of humor